



## 3 Steps for Health Care Professionals to participate in the CDC COVID-19 Vaccination Program

### 1. Are you enrolled in Michigan Care Improvement Registry (MCIR)?

If yes —————> Skip to Step 2

If no —————> Start at **A:**

**A:** All vaccine providers must be enrolled in MCIR. To enroll complete the [MCIR Provider Site Usage Agreement Fillable Form](#) and email or fax the form to your [MCIR Regional Office](#). Once approved, access MCIR through [MILOGIN](#). Access the [MILOGIN tip sheet](#) if needed.

**B:** Do you know your MCIR Site ID number?

If yes —————> Skip to Step 3

If no —————> Go To **B:**

Look up your [MCIR Site ID](#)

### 2. Start the [CDC COVID-19 Vaccination Program Provider Agreement](#).

The individual completing the Program Provider Agreement will be receiving *all email regarding vaccines* from the CDC and VaccineFinder. When submitted, a confirmation email will be sent, and the CMO and CEO will receive a link to sign the agreement.

### 3. Log into MCIR (through [MILOGIN](#)) to complete [CDC COVID-19 Vaccine Site Provider Registration](#). The

Corporate/Organization CMO License number will be needed to complete registration

If you have any questions, please email:  
MDHHS-COVIDVaccineProviders@michigan.gov